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Jane

Jane.360113@2freemail.com

**CAREER OBJECTIVES:**

* To enhance my knowledge, ability and experience for the benefit of company
* To render prompt, efficient and quality service in the office management or in the where I am under with and ensuring the ability to adapt easily to any environment and task given.

**WORK EXPERIENCES:**

Sales Clerk

Kodak Photo Printing/Developing- Bacolod City, October 2007 - March 2008

Ace Hardware - Sm City Bacolod, April 2008 - September 2008

Houston Home Depot - Bacolod City, October 2008 - March 2009

**DUTIES AND RESPONSIBILITIES:**

* Greet customer when they arrive at the store and ask if they need assistance
* Process sales transactions at the POS (point-of- sale) counter
* Suggest sales items to customer based on the items they have chosen
* Execute special orders for items that are not in stock we do not carry
* Call other stores when necessary to find items in stock
* Replace Merchandise on the shelves, paying special attention to end caps
* Arrange special sale and clearance items at the front of the store for maximum visibility
* Build rapport with customers and provide them genuine guidance and support
* Train new sales staff as needed by management

**EDUCATIONAL ATTAINMENT**

Degree : Bachelor of Science in Commerce

Major in Management Information System

School : Binalbagan Catholic College

Address: Binalbagan, Negros Occidental

School Year: June 2003 - March 2007

**SKILLS:**

* Computer literate
* Encoding
* Basic Programming
* filing

**PERSONAL INFORMATION:**

Date of Birth: April 19, 1984

Age : 33 years’ old

Civil status : Single

Nationality : Filipino

Visa Status : Visit Visa

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*I hereby confirmed that the above details are true and correct.*